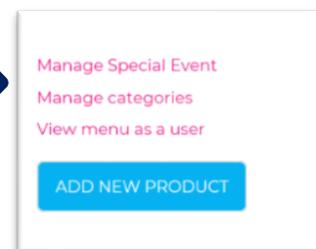


MENU – Special Events

Within your menu you can create special, one off menus for a specific day – these can either replace your normal menu or run in conjunction with your normal menu.

To create an event

- Log in to your QuickCliq Account via www.quickcliq.com.au
- Select **MENU**
- Select **MANAGE SPECIAL EVENT**
- Select **ADD NEW SPECIAL EVENT**
- Add the **Name, Date, Cut off Date and Cut off time**, then Select **SUBMIT SPECIAL EVENT**



Adding a new Special Event ×

Special Event Name	<input type="text"/>
Date of Event:	<input type="text"/>
Cut off Date:	<input type="text"/>
Cut off time:	<input type="text"/>



PLEASE NOTE – if your canteen is normally closed for the day of the special event please open this day in your calendar. For assistance please email support@quickcliq.com.au or refer to your Calendar guide.

Do you wish to allow your Normal Menu to be available also?

- If yes, go to **MANAGE SPECIAL EVENT** and select **EDIT** on the righthand side of your event.
- Tick the box for **ALLOW NORMAL MENU** and select **UPDATE**.
- This will allow both menus to be available for online ordering on the day of the event. *Please note that if parents want to order from both the special event menu and the normal menu, that they need to make two separate orders.*

Special Event Name	Event Date	Active	Allow Normal Menu	ADD PRODUCTS		
'BASTILLE DAY' SPECIAL LUNCH	3/07/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PRODUCTS	Edit	Delete

Adding items to your special event

If items are already on your NORMAL Menu

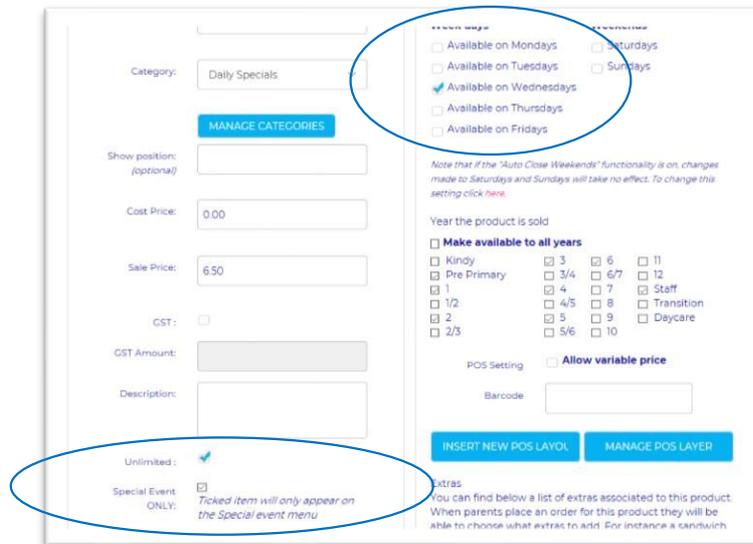
- Go to **MENU**
- Go to **MANAGE SPECIAL EVENT** and select **PRODUCTS** on the righthand side of the event name. This will open a list of all your menu items
- Tick in the column **“Add to this event”** on the left to add the desired items to your event



PLEASE NOTE – *Ensure the items are available for the same day of the week as the special event. For example, an item available in your normal menu for ‘Monday’s only’ will not appear on a special event on another day. In this instance, please duplicate the item following the steps below.*

Add Special Event Only items

- Go to **MENU**
- Select **ADD NEW PRODUCT**
- Complete the Product form – ensure that you select a **day** for the item, tick **unlimited** and tick **SPECIAL EVENT ONLY** (this stops the items appearing in your normal menu).
- Select **SAVE** at the bottom of the page.
- Go to **MANAGE SPECIAL EVENT** and select **PRODUCTS** on the righthand side of the event.
- Tick in the column **“Add to this event”** on the left to add the desired items to your event



Closing off Ordering for a Special Event

- Orders can only be made for your Event until the cut off date and time you set has been reached.
- Should you wish to cancel an event, go to **MANAGE SPECIAL EVENT**, and untick **ACTIVE** to the right of the event or select **Delete** if you wish to delete the event completely.
- The event will no longer be available for ordering online.



PLEASE NOTE – your normal menu will resume for that date if your canteen normally has items available for that day.

Should you wish to close online ordering completely for that day, please close the day off in your **CALENDAR**.

Do not print orders until the cut off date and time that you set up has passed.



IMPORTANT NOTE: Once your event has been set up please log into a parent account and check the special event is functioning correctly from an ordering perspective. If there is a problem or items are not showing, please double check items were added correctly or contact your account manager for assistance.